



CITY OF BELMONT
ADOPTED CC: **Pending**
CASUAL - NON REPRESENTED
NON-EXEMPT

BUILDING ATTENDANT I/II

DEFINITION

Perform a variety of duties in providing support to the users of City facilities.

SUPERVISION RECEIVED

Receives functional and technical supervision from the Recreation Coordinator. May receive general supervision from higher level department personnel.

DISTINGUISHING CHARACTERISTICS

Building Attendant I – This is the entry level class in the Building Attendant series. Incumbents in this class work under close supervision. As experience is gained, incumbents may be granted more independence of action under established guidelines.

Building Attendant II – This is the journey level class in the Building Attendant series. Incumbents are expected to work independently in the absence of close supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential Functions and other important responsibilities and duties may include, but are not limited to, the following:

- Perform the physical set up and breakdown for events held at City facilities, including: positioning chairs, tables, and other equipment according to specifications for event.
- Opening and closing of facility including arming/disarming alarm system.
- General supervision of facilities during meetings, social events, and community use. Provide customer service during events by orienting users, answering questions and resolving problems.
- Assure facility use is in compliance with facility use rules and regulations.
- Follow City policies in the event of an emergency or security problem.
- Perform minor cleaning as needed including: restroom cleaning, mopping, dusting and garbage removal.

Marginal Functions:

Building Attendant II

- Assist with processing class registration.
- Assist Parks and Recreation office with front office coverage and routine office tasks.
- Perform minor up-keep of facilities including: replacing light bulbs and basic maintenance as required.

QUALIFICATIONS

Knowledge of:

- Safe work practices.
- Modern office equipment including computer equipment and applicable software applications.
- Equipment and materials used in public facilities (examples: custodial products, commercial furniture, microphones, audio/visual equipment).

Ability to:

- Follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work variable hours, including morning, late evenings, weekends and holidays.
- Read diagrams for event set ups.
- Ensure safety and security of buildings.

Experience and Training Guidelines:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Building Attendant I

Experience:

No experience necessary. Previous experience working with public desirable.

Training:

Completion of High School or equivalent.

Building Attendant II

In addition to the experience and training for Building Attendant I:

Experience:

At least one year of experience as a Building Attendant I, or equivalent.

Licenses and Certificates:

- Possession of, or ability to obtain, an appropriate, valid California Driver's License.
- CPR-AED and First Aid certification desirable.

WORKING CONDITIONS

Primarily inside work. Some outside work includes posting marketing materials for City activities and events in community bulletin boards, monitoring grounds around City facilities, parking areas and outside areas of City facilities. May be required to travel from one facility to another. Includes exposure to unsanitary conditions, odors, cleaning chemicals and noise.

Physical Demands:

Includes light to moderate (up to 40 pounds) lifting; pushing; pulling; sitting; crawling; climbing; walking on slippery surfaces; prolonged periods of standing; lifting above shoulders; bending, stooping; squatting; carry and work off ladder.

Pending City Council Approval